

JUDICIARY, ADMINISTRATIVE OFFICE OF THE COURTS DISBURSEMENT SERVICES

Table of Contents

	<u>PAGE</u>
I. PURPOSE AND INTENT	1
II. GENERAL TERMS AND CONDITIONS	4
A. Applicable Rules and Regulations	4
B. Project Management.....	4
C. Timetable of Events	5
D. Mandatory Bidders Conference.....	5
E. RFP Questions from Bidders.....	6
F. Revisions to the Request for Proposal	6
G. Proposal Due Date.....	7
H. Oral Presentation and Vendor Site Visitation/Inspection	7
I. Contract Award	8
J. Length of Contract	8
K. Contract Extension.....	9
L. Termination of Contract	9
M. Contract Continuity/Transitional Period	9
N. Severability Clause.....	10
O. Unanticipated Services	10
P. Prime Contractor Responsibilities	10
Q. Subcontracting	11
R. Assignment	11
S. Cost Liability	12
T. Ownership of Material.....	12
U. Data Confidentiality	12
V. Promotional Use Prohibited.....	12
W. Accounting Records.....	12
X. Conflict of Interest.....	13
Y. Indemnification	13
Z. Insurance.....	13
AA. Public Records.....	14
BB. Single Response.....	15
III. OTHER MANDATORY PROVISIONS	16
A. Financial Statements	16
B. Stockholder Disclosure Form.....	16
C. Collateralization of Deposits	16
D. Non-discrimination Law	16
E. Disaster Recovery Plan	16

F.	Proof of Registration Requirement	17
IV.	PAYMENT METHOD AND TERMS	18
A.	Compensating Balances.....	18
B.	Payment Terms.....	18
C.	Monthly Analysis	18
V.	SCOPE OF WORK.....	20
A.	General Requirements.....	20
B.	Accounts to be Established	20
C.	Account Requirements.....	21
D.	Check Cashing Requirements.....	23
E.	Internet Access and PC Software Processing System(s).....	24
F.	Check Issue Maintenance	25
	1. Stop Payments.....	25
	2. Stale Dated issues	26
G.	Forgery Investigations.....	26
H.	Improperly Endorsed Checks	28
I.	Check Copies.....	28
J.	Check Retention Services	29
K.	Automated Bank Reconciliation and Positive Pay Services	30
L.	ACH Requirements	30
M.	ACH Initiator Software Requirements	31
N.	Report Requirements.....	32
	1. Daily Automated Balance Reporting	33
	2. Daily Disbursement Reporting	33
	3. ARP Report Requirements	33
O.	Check Imaging, Storage and Destruction Methods	34
P.	Training	35
Q.	Vendor Contact Personnel.....	35
VI.	EVALUATION CRITERIA	37
VII.	VENDOR RESPONSE.....	39
VIII.	COST SCHEDULE	44

EXHIBITS

- EXHIBIT A: Stockholder Disclosure Form
- EXHIBIT B: Collateralization of Deposits
- EXHIBIT C: Judiciary Account Detail Summary Information
- EXHIBIT D: Output ACSES Check Reconciliation File
- EXHIBIT E: Output CCD and PPD File
- EXHIBIT F: Analysis of Disbursement Instruments
- EXHIBIT G: CY 2002 CD Images and Check Copy Volumes
- EXHIBIT H: Returned CCD and PPD File
- EXHIBIT I: Judiciary Daily Reporting Information
- EXHIBIT J: Judiciary ARP Report Requirements